



Lead Pension Analyst – Tucson Supplemental Retirement System



■ THE COMMUNITY

The Sonoran Desert surrounds Tucson with majestic mountain ranges and lush desert valleys. Nearly one million Tucsonans enjoy as many as 350 days of sunshine each year and average temperatures of 83 degrees. No matter what you love to do outdoors, with twenty-seven thousand acres of park land, there are many beautiful places to hike, climb, bike, ride and camp. The southern Arizona region is ranked as one of the five best areas in the United States for bird watching. Golfing is available year-round with over forty public and private golf courses. The mild winters are enjoyable, but if you are missing a little of that northern winter chill you can experience the snow covered slopes on Mt. Lemmon only an hour away.

Nicknamed the Old Pueblo, Tucson is Arizona's second largest and oldest city blending Indian, Spanish, Mexican and Anglo heritages. It retains the charm of its frontier roots and is highlighted by beautifully colored sunsets that profile the rich cultural community heritage and progressive growing future. The museums, galleries, theaters, dance companies, musical and community events, and festivals are plentiful within this natural desert environment. Tourism contributes almost \$2.5 billion annually to the local economy and will continue to be a major contributor to the region's economic base.

What Makes a Place Great?

Learn more about our beautiful community by watching the Tucson Regional Economic Opportunities video:

www.youtube.com/watch?v=zRkVIPdatPI

■ TUCSON SUPPLEMENTAL RETIREMENT SYSTEM

The Tucson Supplemental Retirement System (TSRS) was established in 1953 to provide a monthly retirement supplement to Social Security benefits and personal retirement savings of its members. The benefits provided to members are supported by payroll contributions made by active members of the plan, City contributions to the plan and the investment returns received on trust portfolio investments valued at \$720 million.

TSRS serves over 2,800 current active employees working at the City of Tucson, earning a retirement benefit payment as part of their compensation. Upon reaching eligibility, active members may elect to receive a lifetime annuity, currently paid to the 2,755 retirees and their beneficiaries with an annual benefit payroll of \$64.4 million.

Link to TSRS website for more information <http://hr.tucsonaz.gov/retirement>



Mission: *The goal of this division is to accurately provide members with retirement benefit information assist members with planning their retirement and provide eligible members with benefit payments they are eligible to receive.*

■ LEAD PENSION ANALYST

The City of Tucson is seeking a highly competent Lead Pension Analyst for the Retirement Office. As a direct report to the Plan Administrator, this key position is a team leader, responsible for supporting administrative operations and member services of active employees and retirees for the TSRS plan.

The ideal candidate will be analytical, detail-oriented and experienced in defined benefit and defined contribution governmental plan administration, familiar with accounting and payroll systems, and have the ability to analyze details of transactions for member pay and pension contributions and provide exceptional customer service.

The position:

- Works directly with the retirement division analyst to document and prepare / review final retirement calculations for eligible members electing to retire from City employment.
- Meets regular deadlines for setting up benefit payments for members that have retired, and reviews member contribution refunds processed.
- Conducts retirement interviews with members considering their personal retirement plans and responds to members asking for retirement planning information or an estimate of their monthly retirement benefit at retirement.
- Calculates death benefit payments when a member dies and calculates adjustments for member and continuing survivor payments.
- Prepares semi-annual reconciliations of member and employer contributions received and service purchases.
- Ensures that retirement office work conforms to the plan document and any local, state or federal governmental regulations that apply.
- Assists the Plan Administrator with special analysis projects, actuarial data submissions, preparing Plan Financial Statements, and other tasks as needed.
- Provides co-administration support for the City's Defined Contribution Plans
- Presents information at Public Speaking engagements at new employee orientations, pre-retirement planning seminars or other public forums

Candidates will have a proven track record of delivering results, building accountability and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will:

- Be a confident leader with excellent interpersonal skills who has a track record of establishing cooperation among staff based on an environment of trust and
- Be highly skilled with MS Excel, capable of creating pivot tables and completing an accurate analysis of data.

Be able to organize and effectively express ideas through oral and written communications to a wide variety of audiences.

■ QUALIFICATIONS

The successful candidate will have extensive knowledge of pension plan administration or employee benefits administration possessing a blend of analytical and interpersonal skills to ensure consistent high quality work and exceptional customer experience.

Required:

- Bachelor degree in Business, Accounting, Public Administration or a directly related field.
- Three years professional experience in practical or analytical work related to one or more of the following: Defined Benefit Pension Administration Systems, Employee Benefits Programs, Accounting or Accounting Systems, Payroll Systems, Account Reconciliations, Financial Statements or other related fiscal area.
- Valid Arizona Driver's license.
- An equivalent combination of experience and training that provides the desired knowledge, skills and abilities to perform the essential functions may be considered.

Highly Desirable:

- Experience with governmental Defined Benefit Plans
- Actuarial Experience or Public Sector Retirement Plan Administration Experience (State, County, City)
- Knowledge of IRS section 457(b) Defined Contribution Plans

An equivalent combination of education and relevant experience with particular knowledge, skills and abilities to successfully perform position duties will be considered.

■ COMPENSATION & BENEFITS

Salary is dependent upon the qualifications and experience of the successful candidate. The salary range is \$53,206 - \$90,563. The City of Tucson offers employees an excellent fringe benefit package, including a defined pension plan, a voluntary deferred compensation 457 plan and 401(a) plan, health, dental and life insurance, sick and vacation accruals.



■ APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, you must apply on-line at www.tucsonaz.gov/jobs.

For additional information please contact:

Marisela Celaya, HR Analyst

City of Tucson Human Resources

E-mail: Marisela.Celaya@tucsonaz.gov

Subject Line Must Read: Lead Pension Analyst

Application materials will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to an oral board interview which may include a practical examination. The top candidates may be invited to a follow-up interview with the Plan Administrator. An offer of employment is expected shortly thereafter following extensive reference and background checks.

The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol free workplace. Diverse candidates are strongly encouraged to apply.

